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22 March 1971

MEMORANDUM FOR: DDS Projects Director

SUBJECT   : Reports Inventory

REFERENCE   : Memo dated 28 August 1970 to DDS Components,
                   Subject: Improving Federal Reporting and
                   Reducing Related Paperwork

1. Set forth below is the pertinent information on Office of
Security reports that were abolished, changed, recycled or reduced
in the number of copies. The acceptance of the reduction of the
number of carbons or multicopies as pertinent to the aims of this
project is a matter of judgment that must of necessity be determined
by your office.

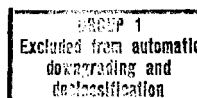   a. The following reports will no longer be prepared:

         003 (Cat. #1) - Mid-Career Status Report
                      Savings - $126.32

         073 (Cat. #7) - Annual Review of Motor Vehicle
                      Replacements
                      Savings - $19.38

      b. The preparation of the following report has been
changed to a short form:

         008 (Cat. #1) - Weekly Personnel Report
                      Savings - $700.00

GROUP 1
Excluded from automatic
downgrading and
declassification

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c.   The frequency of the following report has been changed:

     ✓004 (Cat. #1) Status of Funds - Recycled from Monthly
                                               & Quarterly
                                               Savings - $750.00

d.   In computing the costs for the SPECLE automated system (080 and 081, Cat. #4), OCS production costs for multiple page reports were based on $.03 per page.

On 15 October 1970, we reported the total monthly computer pages for the SPECLE system to be <u>81,600</u> (multicopy) pages which at the rate of .03 per page amounted to $2,448 or $29,376 per year for OCS production costs. As of March 1971, the number of computer pages per month was reduced to <u>43,200</u> (multicopy). This was done by reformatting the reports, compacting the data on the pages, and by scheduling segments of these reports on an "as needed" basis instead of monthly.

The question now is the savings realized. We have been advised by the Support Services Staff that the savings should be computed at .02 per page. Based on this figure, the estimated yearly savings is $9,216.00.

Although these SPECLE reports are produced periodically, it is our view that they do not fall within the purview of this exercise. We feel the reports serve as a tool for OS personnel and others to do their work in advising the intelligence community and others of special clearance held by certain personnel.

The CENBAD System is now under review and there may be some savings but no estimate will be made at this time.

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2. In summary, the estimated savings based under present guidelines from your office is as follows:

General Reports (abolished, changed, recycled) $1,595.70
Computer reports (reduction of copies)   9,216.00

              Total $10,811.70

3. If further information is required, please advise.

25X1

OS Reports Inventory
Officer